

Subsidized Guardianship Training Document

The Subsidized Guardianship (SG) functionality in eWiSACWIS tracks children that are a part of the IV-E Waiver program. These children are currently a part of a family case and are placed in an out of home placement with a relative. Once the decision has been made to place the child in a Subsidized Guardianship placement, the child is deactivated from the biological family case for reason of 'SG' similar to how a child is deactivated from a case for reason of 'TPR'. Once a child is deactivated, the overnight batch will end the current Out of Home placement in the family case and will create a Subsidized Guardianship type of In-Home Service in the SG case. The following eWiSACWIS modifications support the Subsidized Guardianship program and the creation of the SG Case.

1. Use the existing CPS Family case.
2. Create a Subsidized Guardianship Agreement for the child via Create > Placement > Subsidized Guardianship Agreement.

The screenshot shows the 'Agreements and Notices' form in the eWiSACWIS system, accessed via Microsoft Internet Explorer. The browser title bar reads 'Agreements and Notices - Microsoft Internet Explorer provided by DHFS - State of Wisconsin'. The eWiSACWIS logo is in the top left, and navigation links for Print, Spell Check, and Help are in the top right.

The form is divided into several sections:

- Agreement Information:** This section contains fields for Case Participant (SubGuard, Andy), Agreement Type (Subsidized Guardianship Agreement), Service Category (a dropdown menu), Service Type (a dropdown menu), Adoption Subsidy Type (a dropdown menu), Provider Name (Kathy Kellogg, with a Search link), Subsequent Guardian (Mary Kellogg), Date of Agreement (02/01/2005), Estimated End Date (00/00/0000), Agreement End Date (00/00/0000), Agreement Amount (\$325.00), Effective Date of Amend (00/00/0000), Additional \$ per month (\$0.00), and Amended Amount. There is also a checkbox for 'Agreement Concluded'.
- Parent(s):** This section has dropdown menus for Parent 1 and Parent 2.
- Original Agreement Information:** This section includes Physical, Emotional, and Behavioral status (all set to '0 Points - Not Identified'), Child Specific Rate (\$0.00), Child Basic Rate (\$0.00), and Exceptional Amounts (\$0.00).

At the bottom, there is an 'Options' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons. The status bar at the bottom of the browser window shows 'Done' and 'Local intranet'.

3. Complete the required fields, search out the relative provider, type the name of the Subsequent Guardian in the Subsequent Guardian field (if applicable), and approve the agreement via Options > Approval. The Subsidized Guardianship Agreement requires a level two approval. *Note: The TPR-copy batch will use the agreement information to setup the effective date, provider, and payment amount in the SG case.
4. Create pieces of work surrounding the SG case: Legal Action, Legal Status, Court Documents, etc...

5. Create a program assignment of 'Subsidized Guardianship' for the child via Utilities > Program Assignment. (Note: the program assignment must be either 'Exempt' or 'Experimental' in order to deactivate the child for reason of 'Subsidized Guardianship'.) The 'Control' group children will remain in the family case.

Program Assignment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Child Information

Child's Last Name: SubGuard Child's First Name: Andy Search
Child's Person ID: 9221917 DOB: 02/01/2003

Program Assignment

Program	Group	Case	Begin Date	Estimated End Date	End Date	
Subsidized Guardianship	Experimental	9221289 - CPS Family	02/01/2005	02/01/2010	00/00/0000	Delete

Options: Go

Insert Save Close

Done Local intranet

- On the case outliner, click on the appropriate case name for the child who is to be deactivated for Subsidized Guardianship. This will open the Maintain Case page. Open the Maintain Case page and verify that the child has a 'Y' hyperlink in the 'Prg' (Program) column.

Maintain Case - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Case

Last/Provider: SubGuard Number: 9221289 Status: Open

First: Mom Initial: Open Date: 02/24/2005

Participants Address Collaterals Closing History

Basic

Case Type: CPS Family Description: Single Female ☐ Restricted Case

County: Milwaukee Site/Region: Milwaukee-Site 1

Number of Household Members: CARES Case Number: County Case Number:

Participants

Name	Hshld	Status	DOB	Gender	Relationship	Legal	Prg	
SubGuard_Andy	U	Active	02/01/2003	Male	Biological Child	Guard. to Relative/C (48.977)	<u>Y</u>	DeActivate Remove
SubGuard_ChildFour	U	Active	02/01/2002	Female	Biological Child	None	N	DeActivate Remove
SubGuard_ChildOne	N	(SG)	02/01/2004	Female	Biological Child	None	<u>Y</u>	

Insert

Options: [Go](#) [Save](#) [Close](#)

Done Local intranet

7. Select the 'Y' hyperlink and verify that the Person Program Assignment page launches in 'read-only' mode.

The screenshot shows a web application window titled "Program Assignment -- Web Page Dialog". The header bar is purple and contains the "eWiSACWIS" logo on the left and "Print", "Spell Check", and "Help" icons on the right. The main content area is divided into two sections: "Child Information" and "Program Assignment".

Child Information

Child's Last Name:	SubGuard	Child's First Name:	Andy
Child's Person ID:	9221917	DOB:	02/01/2003

Program Assignment

Program	Group	Case	Begin Date	Estimated End Date	End Date
Subsidized Guardianship	Experimental	9221289 - CPS Family	02/01/2005	02/01/2010	

At the bottom of the window, there is an "Options:" label followed by a dropdown menu and a "Go" button. On the right side, there are three buttons: "Insert", "Save", and "Close".

8. Return to the Maintain Case page and select the De-Activate link for the child who is to be deactivated for Subsidized Guardianship.

9. On the Participant Status page, select 'Subsidized Guardianship' in the Reason field. The Effective Date field will populate with the date entered in the Effective Date field on the Subsidized Agreement. *Note: this date will be the Begin Date for the SG In-Home Service.

Participant Status

Action Requested: DeActivate
 Name: SubGuard, Andy
 Worker: Caitlin Cake
 Reason: Subsidized Guardianship
 Date: 02/25/2005
 Effective Date: 02/01/2005

New SG Case

Case Type: Subsidized Guardianship
 Description:
 County: Milwaukee
 Site/Region: Milwaukee-Site 1

Participant History

Status	Effective Date	Reason	Worker
Active	02/25/2005		Cake, Caitlin

Buttons: DeActivate, Remove, Insert, Save, Close

Options: [Dropdown] Save Close

Status bar: Done Local intranet

10. On the New SG Case group box, the case type, county, and site /region will pre-fill from the Maintain Case page. The description is a drop down value list that the user will need to select. Once you have verified all information is accurate, click Save.
11. Selecting 'Save' processes edits in order to ensure the system has the necessary information to create the SG In-Home Service. In order to get this information, the system processes the following online edits.
 - Edit 1: (ensures that the system pulls the SG provider and possibly the payment amount)
 - The system verifies the child and case have an approved Subsidized Guardianship Agreement. If the agreement is missing, the following error message will display: 'The child's original case is missing a Subsidized Guardianship Agreement, please create/approve a Subsidized Guardianship Agreement for this child prior to deactivating the child for reason of Subsidized Guardianship.'
 - Edit 2: (ensures the system can setup the In-home service)
 - The system verifies that the relative provider identified on the SG Agreement has SG Service Types. If the provider does not have the SG service types, the following error message will display: 'The Subsidized Guardianship provider is missing SG Service Types. Please setup the provider with the SG service types.'

- Edit 3: (ensures that AFCARS errors can be corrected)
 - The system verifies that the child does not have any AFCARS/Foster Care ticklers. If the child has AFCARS ticklers, the following error message is displayed: 'An AFCARS/Foster Care tickler exists for this child. Please correct the tickler prior to deactivating the child for reason of Subsidized Guardianship.'
- Edit 4: (ensures the Benefits Payment and Payment Based Days of Care reports have accurate SG program group information)
 - The system checks for a current Subsidized Guardianship program group. If one does not exist, the system will display the following error message, 'The child is missing a Subsidized Guardianship program group, please assign the child to a Subsidized Guardianship program prior to deactivating the child for reason of Subsidized Guardianship.'

12. Once the worker selects the Save button there are no system edits, the following pop up message will appear: 'Deactivation of a participant with the reason of SG will result in the creation of a new case and any open placements for the child will be copied over by the batch. Continue?' Click the yes button if you want to continue with the SG process.

The screenshot shows the 'Participant Status -- Web Page Dialog' window. It contains two main sections: 'Participant Status' and 'New SG Case'.

Participant Status:

- Action Requested: DeActivate
- Name: SubGuard, Andy
- Worker: Catlin Cake
- Reason: Subsidized Guardianship (dropdown)
- Date: 02/25/2005
- Effective Date: 02/01/2005

New SG Case:

- Case Type: Subsidized Guardianship (dropdown)
- Description: Single Male (dropdown)
- County: Milwaukee (dropdown)
- Site/Region: Milwaukee-Site 1 (dropdown)

Participant History:

Status	Effective Date	Reason	Worker
Active	02/25/2005		

A confirmation pop-up dialog box is displayed over the history table:

eWISACWIS -- Web Page Dialog

De-activation of Participant with reason 'Subsidized Guardianship' will result in the creation of a new Case. Continue?

Buttons: Yes, No

At the bottom of the main dialog, there is an 'Options:' field, a 'Go' button, and 'Save' and 'Close' buttons.

13. Selecting Yes to the above question will automatically create a new case for the child who has been deactivated and immediately displays the Maintain Case page for the new case in read-only mode. The SG case will automatically be assigned to the State Subsidized Guardianship Default Worker as soon as the above steps are completed. The child's new case

will not appear on the desktop of the worker that deactivated the child for reason of 'Subsidized Guardianship'. The information specific to the child in the family case will be copied over to the child's SG case through overnight batch processing. The batch ends the Out-of-Home Placement in the family case and creates an In-Home Service with SG Service Types in the SG case. The batch ends the Foster Care Eligibility record in the family case and creates an Adoption Eligibility record in the SG case.

Maintain Case -- Web Page Dialog

eWiSACWIS Print Spell Check ABC Help ?

Case

Last/Provider: SubGuard Number: 9221297 Status: Open

First: Andy Initial: Open Date: 02/01/2005

Participants Address Collaterals Closing History

Basic

Case Type: Subsidized Guardianship Description: Single Male ☐ Restricted Case

County: Milwaukee Site/Region: Milwaukee-Site 1

Number of Household Members: CARES Case Number: County Case Number:

Participants

Name	Hshld	Status	DOB	Gender	Relationship	Legal	Prg
SubGuard_Andy	U	Active	02/01/2003	Male	Reference Person	None	Y

Insert

Options: Go Save Close

- Once the SG case is closed, the 'Reactivate' link will reappear in the family case. The child's status will change to 'Active' which will allow workers to create casework for the child again in the family case.